

CITY OF NEW ORLEANS

Enterprise Zone Program

Document Rebate Request Checklist

For those pursuing the local sales/use tax REBATE, the Mayor's Office of Economic Development must receive the following items:

- _____ 1. **Listing of New Employees for Certification:** it is important that this list be sent to our office prior to your rebate request. Pursuant to City Council Ordinance Calendar No. 16,999, M.C.S.14438, Section 2-704. Rebate Procedure; AThe application form will additionally provide for a current listing by name, social security number, address, and date of hire of all employees working at the applicant=s business location and employees= status with respect to enterprise zone program hiring requirements and the criterion upon which the status is based for those employees cited in fulfillment of the hiring requirements.@
- _____ 2. **List of Schedules:** used to report all eligible material and equipment purchased and used in the construction or expansion of your project under your Enterprise Zone contract. Completion of the schedules will assist us in our review, which will allow us to quickly refund monies due to you.
- _____ 3. **City of New Orleans Claim for Refund Form:** requesting a reimbursement of up to 2.5% of taxes paid on the purchase of material and equipment used under the Enterprise Zone contract.